

HIGHSHORE CHARGING AND REMISSION POLICY

Aims

We believe that direct experience beyond school is a very valuable part of every student's learning. Students at Highshore School are offered a varied programme of enrichment and extension activities including visits out of school and practical experiences. We shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences.

Within the provisions of the Education Act 1996, the governing body, whilst committed to the continuing principle of free school education, reserves the right to ask for a voluntary contribution towards some activities. All educational activities that take place wholly or mainly during normal teaching hours are available to all students regardless of their parents' ability or willingness to meet the cost. Normal teaching hours are defined as 8.55 to 3.05pm during term time. However, if not enough voluntary contributions are received, the school reserves the right to cancel the activity and refund those who made a contribution.

In addition, schools are permitted to charge for the cost of transport, board and lodging on Residential Trips but this may not exceed the whole actual cost of the provision. The school cannot charge for any education provided on any visit taking place during school hours but may seek to request contributions towards the cost of transport.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free lunch entitlement, also be entitled to the remission of these charges:

- Income Support,
- Universal Credit in prescribed circumstances
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16190.
- Guaranteed State Pension Credit.
- Income related Employment and Support Allowance (ESA)

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the pupil will sit or the syllabus for religious education.

The school has over 58% of families in receipt of eligible benefits, a large number of the remaining families are on low incomes. We do not discriminate against any student whose family is unwilling or unable to make a contribution. At no time does the school request funds to cover the complete cost of any activity, all are subsidized to ensure participation. Furthermore, staff regularly review participants to ensure no student is being excluded.

However, without voluntary contributions, the school could not continue its varied offer and we look to all families to support us in this. Therefore, all activities are clearly offered on the basis that if not enough contributions are forthcoming, the activity will be withdrawn while acknowledging that there is also no obligation to make any contribution for those in receipt of the benefits listed above.

Procedures

When contributions are invited for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot. All students are asked to contribute the same regardless of family circumstances. The majority

of our families are in receipt of benefits and the school always makes contributions towards any activities in order to reduce costs for those participating.

The Table below indicates the charges that will be made.

ACTIVITY	NOTES
Music Tuition (usually group sessions)	Free to all
Work Experience/Work Related Learning/College Link Courses	Parents to provide an Oyster Card for free travel. Those not providing an Oyster card are liable for full costs of travel. All other costs are met by the school.
Activities outside school time not related to statutory provision.	Voluntary contributions will be sought.
Transport, board and lodging on residential visits.	Voluntary contributions will be sought. Free places awarded.
Educational visits and field trips.	Nominal voluntary contributions sought usually to cover transport costs.
Non-educational visits	Contributions will be sought, activities are heavily subsidized.
Food Technology	A contribution is requested for materials where the finished product will be taken home.

Review

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

School property/damage/losses

The Governors reserve the right to ask families to contribute towards the cost of replacing school property lost or damaged as a result of their child's behaviour for example, vandalism.

Policy adopted: 16/09/2013, updated 03/11/14, updated 19/10/15 for Full Governing Body 11/11/15, updated for Full Governing Body 15/11/16.

Signed: S Smith

Date: 15/11/16

On behalf of the Full Governing Body Highshore School

For review: Annually

(Guidance from Charging for School Activities 2014 DfE
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf)